

**UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA**

OPTICAL SCANNING ENROLLMENT/UPDATE FORM

PLEASE PRINT OR TYPE ALL INFORMATION WHEN COMPLETING THIS FORM

Name _____

Telephone Number _____

Firm Name _____

Address _____

☐ **Out-of State Attorney**

California State Bar Number _____

Case Number *(Required for out-of-state attorneys)* _____

Area of Practice: ☐ Civil ☐ Criminal

☐ **FIRST TIME ENROLLMENT**

I consent and agree to receive copies of judgments, orders and other documents by electronic transmission at the following e-mail address: _____ and that I understand that service by electronic transmission constitutes notice of entry as required by F.R.Civ.P. 77(d) and F.R.Crim.P. 49 in lieu of service by mail. I further understand that I must notify the Court within twenty-four (24) hours when I have a change of name, firm association, address, or e-mail address to ensure proper service.

☐ **UPDATE TO ENROLLMENT** *(Complete this section if you previously enrolled in the Optical Scanning Program and wish to update that information ONLY.)*

- ☐ Update my email-address to: _____
- ☐ Change my enrollment from service of documents by FAX to service by e-mail at the following e-mail address*: _____

One of the following boxes must be checked if you are enrolling or updating your enrollment for CIVIL cases; otherwise enrollment or update will be for all your cases.

- ☐ I am enrolling or updating my enrollment for all my cases**.
- ☐ I am updating my enrollment for the following case number(s) (case numbers must include SA for Southern Division cases, ED for Eastern Division cases). (Attach separate sheet if necessary.) _____

A list of your civil cases may be obtained by querying your name in the CM PACER system.

Date: _____

Signature: _____

Mail or fax this completed form to:

United States District Court
Central District of California
312 North Spring Street, Room G-8
Los Angeles, California 90012
Attention: **Attorney Admission Clerk**
Facsimile: 213-894-2342

*Electronic transmission (e-mail) of documents is recommended due to its efficiency, which results in quicker receipt of judgments, orders and other documents. However, the e-mail address should be to a computer that is accessed on a daily basis due to the importance and timeliness of documents that are being transmitted from the Court. Prior to signing up to receive documents by Internet e-mail, contact your Internet Service Provider and office automation staff to determine whether there are limitations to the size of attachments that may be received. Documents are currently in PDF format.

**If you checked the box to enroll or update enrollment for all your cases, documents for cases you had when you were with a different firm or agency will be sent to your current e-mail address if you did not file a substitution of attorney or notice to be terminated from the case.

CIVIL JUDGMENTS, ORDERS & DOCUMENTS WILL BE SENT TO YOU ELECTRONICALLY FOR CASES INDICATED ON THIS FORM, AND IN SUBSEQUENT CASES FOR WHICH YOU APPEAR IN AFTER YOUR ENROLLMENT. CRIMINAL JUDGMENTS, ORDERS & DOCUMENTS ARE SENT IN ALL CASES FOR WHICH YOU ARE ATTORNEY OF RECORD.